

MATERIAL SCIENCE DIVISION CALENDAR

	MSD REVIEW	DOE REVIEW	ANN MGMT MEETING	ANN REPORT	PRD	FWP	EHS SELF ASSESSMENT	EQUIP ALLOC	NANO*HIGH	LDRD
JAN		Review held	schedule date	Publication lists		Due to Budget office			Speaker	
FEB	call reviewers	confirm dates for following year with DOE, Pis	prepare material-send to DOE		Staff committee meets to review procedure for following year				Speaker	Proposals due
MAR			hold meeting	Report Produced					Speaker	
APR										
MAY					Call for PRD					
JUN							Due to ESH			Awards
JUL					DUE to Tracy					
AUG	Hold meeting	Call for review docs			Aug 1- PRD to staff comm *** staff committee meets at review			Call for requests	Identify speakers	
SEP	Confirm dates, announce to all				set salary			get budget	Posters	
OCT	ask PIs for reviewer names	Review Documents due to GTN						allocate	Speaker	Division call for planning meetings
NOV						call for FWP			Speaker	
DEC						Due to Division			Speaker	Lab call